

**671—6.2(305) Form to use.** The Disposal Authorization portion of a Notice of Intent to Destroy and Disposal Certificate form shall be used by an agency to authorize the destruction of a box of records when it has reached its destruction eligibility date, the extension of the destruction eligibility date of a box of records, or the permanent removal of a file or box of records from the state records center in lieu of destruction. The Disposal Certificate portion of a Notice of Intent to Destroy and Disposal Certificate form shall be used by the state archives and records bureau to certify the actual destruction of a box of records, the extension of the destruction eligibility date of a box of records, or the permanent removal of a file or box of records from the state records center in lieu of destruction.